



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	EXECUTIVE ASSISTANT 1A
DEPARTMENT:	Senate Curator's Office
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$39,704 - \$61,540
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603 E-Mail: resumes@sec.senate.gov
POSTING DATE:	September 24, 2009
DEADLINE FOR APPLICATIONS:	October 8, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



EXECUTIVE ASSISTANT IA

Department: Senate Curator's Office

Reports to: Administrator

NATURE OF WORK

This is administrative and executive support to the Senate Curator and the Senate Curator's Office. Work includes: maintaining office budgets; coordinating and maintaining contracts; supervising interns; creating office administrative policies and procedures; acting as liaison to advisory board members, including coordinating empanelment and meetings; providing materials and support to the Senate Commission on Art members' staff; daily monitoring of Congressional activity; assisting with the maintenance of collections and museum spaces; managing office facilities, supplies, and equipment, including coordinating staff training; coordinating special events; educating the Senate community and public on the collection; and routine office clerical support. Work is bound by office policy and procedure guidelines of the Senate Rules and Administration Committee, but requires some independent judgment in setting priorities and handling unusual assignments. Work is performed under the general supervision of the Administrator, and Curator on specific projects.

ESSENTIAL FUNCTIONS

Provides primary executive support to the Senate Curator and Administrator through meeting coordination and staffing; telephone support; travel coordination; tour preparation and coordination; and special tasks as assigned; conducts daily monitoring of Congressional Record for activities of interest to the Commission or the Curator.

Under the direction of the Administrator, helps maintain office budgets and accounting records in accordance with government accountability standards; inputs, updates and tracks invoices for payment; charges invoices against applicable budget; provides routine budget updates to Administrator and the Curator and recommends responsible purchases; acts as liaison to Secretary of the Senate's Accounts Administrator and other external entities regarding the Curator's funds; and notifies the Administrator and Curator of discrepancies or concerns; assists the Administrator and Secretary's Counsel with periodic Government Accountability Office audits of Senate Commission on Art funds. Works with the Administrator to coordinate the Semi-Annual Report of Commission on Art financial activities for submission to Senate Rules and Appropriations Committees, and works with office staff to complete and distribute it.

Tracks and maintains all office contracts; provides support to staff creating contracts; acts as liaison to the Secretary of the Senate's General Counsel on contract questions;

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provides the Curator with routine reports detailing the status of contracts; and numbers, digitizes, and organizes contracts to office standards, ensures that all records are maintained in accordance with government accountability standards.

Assists the Administrator with oversight of Secretary of the Senate and Upward Bound interns in the assignment of work and coordination of work for interns from other staff; assists with questions; acts as liaison to the Secretary of the Senate's Human Resources staff in relation to mandatory intern requirements and other human resource matters.

Maintains standard office administrative policies and procedures, including: contract creation and tracking procedures; advisory board procedures; project close out procedures; Commission on Art communication procedures; and other policies and procedures as assigned

Serves on the office's File Task Force and coordinates records management policies and procedures in consultation with the office; coordinates archival policies and practices for office files. Organizes and archives office documents and records, and manages and maintains office and reference files.

Serves as primary liaison to the Senate Curatorial Advisory Board, including coordinating all actions for new board empanelment; member travel reimbursements; and handles logistics for all board meetings. Maintains timely and accurate contact records and provides consistent point of contact for correspondence.

Serves as primary liaison to the Senate Commission on Art members' staff, including coordinating first-contact meetings and preparing and distributing briefing materials related to the Commission. Provides project updates as requested; coordinates staff member visits to special portrait viewings and/or events; creates, distributes, and collects all approval correspondence related to advisory board activities, commissioned works of art, and Commission policies and/or procedures.

Serves as a liaison to artists for commissioned portraits; coordinates financial and approval logistics of commissioned portraits; monitors status and invoices for commissioned portraits for compliance with contractual agreements; and advises Curator or Administrator of questions or concerns.

Completes daily inspections of historic chambers, museum spaces, artwork and exhibits in the Capitol; resolves and/or reports concerns to Museum Specialist; and assists with the coordination, setup and oversight of special events held in the historic chambers.

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Provides primary administrative support to the Curator's Office; maintains office supplies, facilities, and equipment; coordinates training on equipment for staff, as well as mandatory Secretary of the Senate training sessions on Human Resources related issues; prepares official correspondence and edits, proofreads and researches as needed; maintains office calendar and schedules appointments for the Curator and staff; and receives visitors and answers phone calls. Coordinates official travel reservations for Curator's staff and contract visitors; arranges transportation details; and prepares vouchers for official travel in accordance with established Senate guidelines when needed. Responds to inquiries for information regarding the Senate collection through the management of the general Curator email account, and assists with educating Senate staff and the public on historical objects and elements within the U.S. Capitol. Assists and coordinates special events and projects as assigned; performs other duties as assigned.

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires an Associate's Degree (Bachelor's Degree preferred) with a liberal arts, business major or other applicable degree, with three to five years of administrative or office management experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Understanding of the Senate's role in U.S. Government

Demonstrated high level of accuracy in written and oral communication, editing, and document formatting

Demonstrated flexibility, discretion, confidentiality and tact in dealing with a wide variety of individuals, organizations, and personalities

Demonstrated knowledge of modern office practices, procedures and equipment; Ability to accurately organize and maintain a variety of administrative and executive records; Ability to make scheduling decisions independently using established priorities.

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Familiarity with government business transaction processes, accounting standards, and official recordkeeping; Ability to prepare accurate accounting records and reports suitable for government audit.

Familiarity with records management concepts, standards, and processes;

Ability to use computer and relevant software packages

Familiarity with museum practices and environments a plus

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None

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